

**QI Program**  
**Division of Analytical Chemistry**

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**February 8, 2008**  
**1:00 pm – 2:00 pm**  
**Room 123**

**Agenda Items:**

- The **problem log** will be revamped to better fit the needs of our division. Please email your ideas to Kristen Pribeck prior to the meeting.
- An update on current **QI study projects** and future projects will be discussed. Each laboratory should be prepared with either a project idea or identification of an area for improvement within your lab.

**Records Review:**

Following the meeting, please bring the following records, with accompanying coversheet, to Julie's office for review:

1. Autoclave attest records
2. New lot verification documentation for new lots verified since Sept. 2007
3. Documentation verifying accurate transmission of electronic results